

1. Log in to your account or create an account on the [ePLACE Portal](#).
2. Click on the Manage Licenses, Permits, Certificates.
3. File an online application (accept terms).
4. Click on License Verification Request/ Certification.
5. Select the Board for your license (Allied Mental Health, Social Work, Psychology).
  - a. License Type
  - b. Last Name
  - c. Contact (phone or email)
6. List any special instructions.
7. Please upload your Certificate of Regulatory Board Request Form to the documents section.
8. Review information for final submission
9. Pay fee.